

# Apira On-Line Booking System 2006

The Booking System can be accessed by going to the Bookings page on the Apira website at [www.apira.org.au](http://www.apira.org.au)

If you haven't used it before and feel a little apprehensive about trying it, be aware that you can go in and play with it, and you don't actually commit yourself until the you press <SUBMIT BOOKING REQUEST> on the last page. You can go right through the process and <CANCEL> at the last moment.



This year the booking system has undergone quite a few changes. The screens have been generally cleaned up and made a little more compact so that all major components fit on the screen in most cases, and there is no need to scroll down the screen to find the buttons to proceed to the next screen.

Other changes include:

- Support for the new Family Upgrade and Independent Children categories
- A facility to correct member details and generate an email to the custodian of the membership details spreadsheet to have the changes made permanent in the club records.
- Some behind the scenes changes to make things a little easier for Bruce to download the booking data.

Key things to note about each screen are :-

## The Sign On Screen

- You log in using your name, as it appears in the club membership list, and your password is your membership number.
- Only people registered in the club membership list can sign in and make bookings. This means Family Upgrade Applicants can and Applicants can sign in, but Independent Children can't, as they have not been assigned a membership number. Bookings for Independent Children will need to be made by the parent member.
- If you can't remember your membership number and can't find the membership list, send an email to [help@apira.org.au](mailto:help@apira.org.au) and I will contact you.
- As you finish entering data on each screen, press  to proceed to the next page, or  or to cancel or go back.

## APIRA On-Line Booking System 2006



**(\*\*Warning: Test page ONLY\*\*) APIRA On-Line Booking Form**

**Member Login Details**

First Name <i>(As Listed in Club Address List)</i>	Geoff
Surname	Jamieson
Membership Number	<input type="text"/>

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[Login](#) .. [Booking Periods](#) .. [Member Details](#) .. [Party List](#) .. [Fee Payment](#) .. [Submit Booking](#) .. [Logout](#)

 [Exit Online Booking](#)      [Go to: Booking Periods](#) 

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This site works best with MS Internet Explorer  
If you have problems or have any suggestions  
for improvement send an email to [help@apira.org.au](mailto:help@apira.org.au)

### The Booking Period Screen

- Select your first night and last night dates using the pull down lists.
- If you make an error, an error message will be displayed in the Booking Period window.
- When your dates have been chosen, you will be able to see the actual booking periods chosen displayed in the Booking Period Window, and the total number of nights is displayed just above it.
- Clicking on "[View Booking Calendar](#)" will display this year's booking period calendar.

# APIRA On-Line Booking System 2006

**(\*\*Warning: Test page ONLY\*\*) APIRA On-Line Booking Form**

**Booking Periods**

First Night: 07 Jul 2006 Last Night: 14 Jul 2006

Total Nights: 8 [View Booking Calendar](#)

Booking Period: 9, 10, 11(Fri)

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Login .. **Booking Periods** .. Member Details .. Party List .. Fee Payment .. Submit Booking .. Logout

*Go to: [Member Details](#)*

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Bookings for part periods (i.e. less than a whole weekend or mid week) will be treated as Casual Bookings and will receive reduced priority.

Please see booking regulations for further details.

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P	Weekend (Frid - Sat)	P	Midweek (Sun - Thur)	P	Weekend (Frid - Sat)	P	Midweek (Sun - Thur)	P	Weekend (Frid - Sat)	P	Midweek (Sun - Thur)
1	9 Jun - 10 Jun	2	11 Jun - 15 Jun	3	16 Jun - 17 Jun	4	18 Jun - 22 Jun	5	23 Jun - 24 Jun	6	25 Jun - 29 Jun
7	30 Jun - 1 Jul	8	2 Jul - 6 Jul	9	7 Jul - 8 Jul	10	9 Jul - 13 Jul	11	14 Jul - 15 Jul	12	16 Jul - 20 Jul
13	21 Jul - 22 Jul	14	23 Jul - 27 Jul	15	28 Jul - 29 Jul	16	30 Jul - 3 Aug	17	4 Aug - 5 Aug	18	6 Aug - 10 Aug
19	11 Aug - 12 Aug	20	13 Aug - 17 Aug	21	18 Aug - 19 Aug	22	20 Aug - 24 Aug	23	25 Aug - 26 Aug	24	27 Aug - 31 Aug
25	1 Sep - 2 Sep	26	3 Sep - 7 Sep	27	8 Sep - 9 Sep	28	10 Sep - 14 Sep	29	15 Sep - 16 Sep	30	17 Sep - 21 Sep
31	22 Sep - 23 Sep	32	24 Sep - 28 Sep	33	29 Sep - 30 Sep	34	1 Oct - 5 Oct	35	6 Oct - 7 Oct		

## The Member Details Screen

- This screen shows the details of the member making the booking. The contact details may be used by the Booking Officer to contact you about your booking if necessary.
- If the contact details are incorrect, you can change them on this screen, for the purposes of this booking. If you wish to change them permanently, check the “Notify Secretary” check box, and the changed details will be emailed to the secretary to cause the master database to be corrected.
- Note the date of the last booking system member details update is shown just above the check box.

## Apira On-Line Booking System 2006

**(\*\*Warning: Test page ONLY\*\*) APIRA On-Line Booking Form**

**Member Details**

First Name	<input type="text" value="Geoff"/>	Membership Nbr	<input type="text" value=""/>
Surname	<input type="text" value="Jamieson"/>	Priority Points	<input type="text" value="46"/>
Address Line 1	<input type="text" value="6 Edward Street"/>		
Address Line 2 (Optional)	<input type="text" value=""/>		
City	<input type="text" value="Sandringham"/>	Postcode	<input type="text" value="3191"/>
Phone (Day)	<input type="text" value="9214 1821"/>	Phone (A/H)	<input type="text" value="9521-0204"/>
Email Address	<input type="text" value="GeoffJamieson@au1.ibm.com"/>		

Membership Details as of 04May2006

*Notify Secretary of changes to member details.*

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Login ... Booking Periods ... **Member Details** ... Party List ... Fee Payment ... Submit Booking ... Logout

*Go to: Party List*

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To permanently change your recorded details, check the *Notify Secretary* check box.  
Your changes will then be applied as soon as possible.

### The Booking Party Screen

- This screen is used to specify who will actually be in the party staying at the lodge.
- For each person you need to include Name, Sex, Membership Status and an optional comment
- After filling in these details for each attendee, you need to click on <ADD> to add them to the party. The members of the party are summarised in a box to the right of the screen, including the fee total for each person.
- If you decide not to add that person you can either over-write the entries or click on <Clear Entries>
- The fee for the whole party is shown towards the bottom of the screen.
- If you make a mistake, you can highlight a party member in the summary box and click on <Remove Person>.

# APIRA On-Line Booking System 2006

**(\*\*Warning: Test page ONLY\*\*) APIRA On-Line Booking Form**

Add Person		Party List	
First Name	Geoff	Sex	M
Surname	Jamieson	Status	Member
Comments	Has been accused of snoring		
First Night	07-Jul-2006	Last Night	14-Jul-2006
Total Fee	\$88	<a href="#">View Booking Fee Calendar</a>	
Fee Details	Dates: (23 Jun - 30 Sep) Nights:8 Fee:88		
Dates in Fee Details refer to the days within the fee/dates ranges in Booking Fee calendar.			
<input type="button" value="Add Person"/>		<input type="button" value="Clear Entries"/>	

To update a person's details, select and **Remove Person** from list. **Add Person** with updated details.

**Party List**

Details

No Party Details Entered

Comments for selected person in list

**Fee**

Combined Party Fee

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[Go to: Fee Payment](#)

Attending members are required to enter their details into the party list.  
i.e. The party must include all attendees.

Click on <Add Person> to add to party

**(\*\*Warning: Test page ONLY\*\*) APIRA On-Line Booking Form**

Add Person		Party List	
First Name	<input type="text"/>	Sex	Select
Surname	<input type="text"/>	Status	Select
Comments	e.g age of children etc		
First Night	07-Jul-2006	Last Night	14-Jul-2006
Total Fee	\$0	<a href="#">View Booking Fee Calendar</a>	
Fee Details	<input type="text"/>		
Dates in Fee Details refer to the days within the fee/dates ranges in Booking Fee calendar.			
<input type="button" value="Add Person"/>		<input type="button" value="Clear Entries"/>	

To update a person's details, select and **Remove Person** from list. **Add Person** with updated details.

**Party List**

Details

Geoff Jamieson Sex: M Fee: 88

Comments for selected person in list

Has been accused of snoring

**Fee**

Combined Party Fee

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Login ... [Booking Periods](#) ... [Member Details](#) ... [Party List](#) ... [Fee Payment](#) ... [Submit Booking](#) ... Logout

[Go to: Fee Payment](#)

Attending members are required to enter their details into the party list.  
i.e. The party must include all attendees.

# APIRA On-Line Booking System 2006

## The Payment Screen

- You need to select the Double or Family levy if appropriate.
- Choose the appropriate credit card type and enter the details
- All private data is encrypted before being stored on the server, and remains encrypted until delivered to the Booking Officer.

**(\*\*Warning: Test page ONLY\*\*) APIRA On-Line Booking Form**



**Fee**

Combined Party Fee	<input type="text" value="984"/>
Levy (If applicable)	<input type="text" value="Family (\$90)"/>
Total Booking Fee	<input type="text" value="1074"/>

**Credit Card Payment**

Card Type	<input type="text" value="Mastercard"/>
Name of cardholder (As on Card)	<input type="text" value="Geoff Jamieson"/>
Card number	<input type="text" value="1232 5678 9123 1234"/>
Expiration date	<input type="text" value="05"/> <input type="text" value="2007"/>

Login .. Booking Periods .. Member Details .. Party List .. **Fee Payment** .. Submit Booking .. Logout

 **Cancel Booking** **Go to: Submit Booking** 

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**The Double and Family levy is payable on first booking only each year.**

**Each financial transaction will attract a bank charge of \$4.**  
**Multiple bookings will be grouped to minimise these charges.**

## The Submit Booking Screen

- You can choose whether you want an email copy of your booking request, and you can change the address the email is sent to if you wish, away from your normal email address.
- Clicking on the <Submit Booking Request> button will commit your booking request to the batch to be processed by the Booking Officer on the following Tuesday night.

## APIRA On-Line Booking System 2006

**(\*\*Warning: Test page ONLY\*\*) APIRA On-Line Booking Form**

**Email Details**

Do you want a copy of your booking to be emailed to you?

Email Address

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[Login](#) .. [Booking Periods](#) .. [Member Details](#) .. [Party List](#) .. [Fee Payment](#) ..  .. [Logout](#)

*Cancel Booking* *Submit Booking Request*

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**You may request an email containing details of your booking request for your records.**

- Please remember that this system submits a booking request to the Booking Officer. The success of this booking request will be subject to the conditions of the Apira Booking Regulations, Lodge capacity etc.

If you have any problems at all please send an email to [help@apira.org.au](mailto:help@apira.org.au) and I will contact you at my earliest opportunity.

Geoff Jamieson